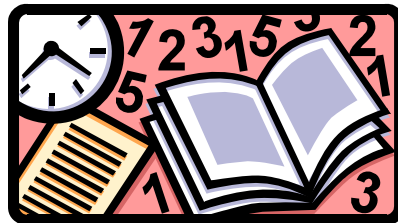


TIME MANAGEMENT TOOLS

MSL 2004 FALL WORKSHOP
HAMPTON INN, GREAT FALLS

Available Tools

- Day Planners
- Handheld PDA's
- PDA / Cell Phones
- Handheld tape recorders
- PIM Software
- Tablet PC's



PAPER SOLUTIONS



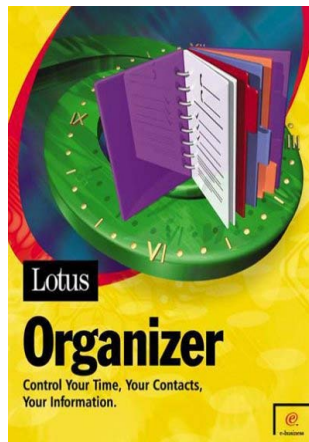
Day Planners:

Old paper – based
organizers are still
around but now
they have PIM
software partners

PERSONAL INFORMATION MANAGERS (PIMs)

- PIMs are software programs designed to run on computers or PDAs that help you keep track of addresses, appointments, phone numbers and notes to yourself.
- The basics of a good PIM are a calendar, address book and scheduler.
- New PIMs integrate with e-mail and office suite software, and also include Web access.

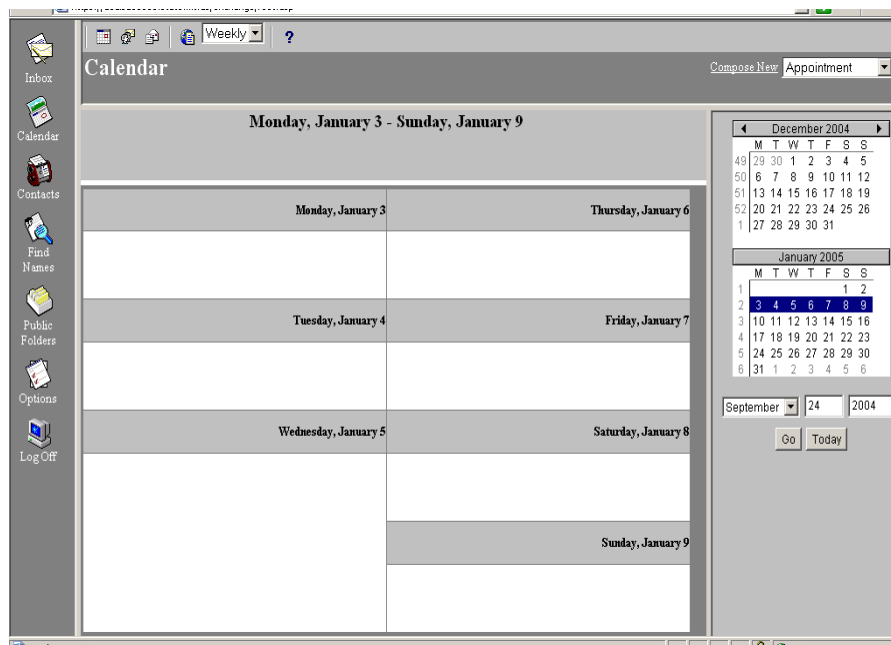
EXAMPLES OF PIM'S

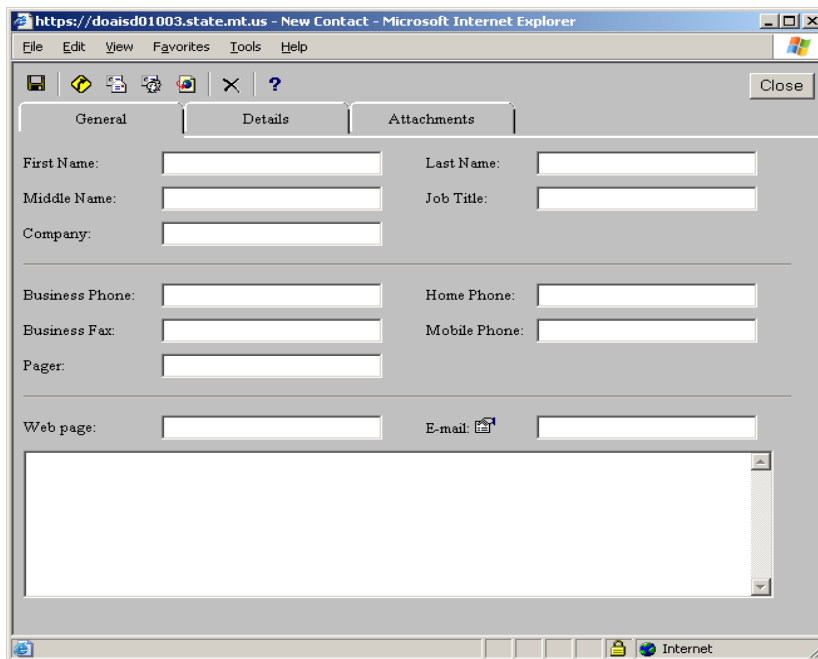


Microsoft
Outlook

Lotus Organizer

Any Day





ELECTRONIC SOLUTIONS

A Few Examples of Personal Digital Assistants (PDA's):

PalmOne

Hewlett Packard

Sharp

Toshiba

Dell

Sony

Blackberry

PDA FEATURES

- SCREEN SIZE
- FAST PROCESSOR, LOTS OF MEMORY
- OPERATING SYSTEM
- EASE OF USE
- BATTERY LIFE AND BATTERY TYPE
- RECHARGE TIME
- BUILT-IN SOFTWARE
- MEMORY CARD SLOTS

PDA FEATURES (continued)

- COLOR SCREEN AND HIGH RESOLUTION
- PIM SOFTWARE COMPATIBILITY
- SMALL SIZE
- LIGHTWEIGHT
- WIRELESS INTERNET CAPABLE
- BLUETOOTH CAPABLE
- BUILT-IN CELL PHONE, CAMERA, VOICE RECORDER

PDA FEATURES (continued)

- **INFORMATION ENTRY METHODS**
- **STYLUS DESIGN**
- **FUNCTIONAL DESIGN**
- **DURABILITY**
- **DESKTOP CRADLE**
- **EASE OF SET-UP / TECH SUPPORT**
- **HARD RESET AVOIDANCE**

PDA LINKS

- <http://www.pdareviewspot.com/>
- <http://denison.uchsc.edu/education/PDA.htm>
- <http://www.west.asu.edu/it/hardware/pda.htm>
- <http://guide.darwinmag.com/technology/personal/pda/>
- <http://ublib.buffalo.edu/libraries/asl/guides/pdareference.html>

PDA LINKS

<http://www.extremepda.com/links.htm>

PDA Use in libraries:

<http://web.simmons.edu/~fox/PDA.html>

PDA Use in Hospital Libraries:

<http://www.lib.uiowa.edu/hardin/pda/libraries.html>

USING THE TOOLS

- Don't be afraid of the learning curve
- Be consistent - daily is daily, occasionally is not worth much.
- One source works – multiple sources mean you never have the information you need when you need it.
- Backup everything. An appointment lost, a contact lost, may mean work is a do-over, and who needs that.